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Quick Start Guide

OMNIBOOK

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HP OmniBook

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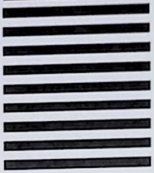

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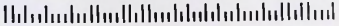

HP OmniBook

Quick Start Guide

Edition History

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In These Books

The OmniBook comes with these five manuals:

- *Quick Start Guide* (this book). Introduces the OmniBook and gives brief introductions to many of its main applications.
- *Operating Guide*. Shows you how to operate and maintain the OmniBook, including information about Windows and the Windows utilities, and about connecting to a PC and printer.
- *Word for Windows Guide*. Shows you in concise terms how to use Microsoft Word for Windows, the word-processing application—so you can write letters, take notes, and create other documents.
- *Microsoft Excel Guide*. Shows you in concise terms how to use Microsoft Excel, the spreadsheet application—so you can analyze data, draw charts, and create other presentations.
- *Personal Information Guide*. Shows you how to use Appointment Book to track appointments, to-do lists, and upcoming events, how to use Phone Book to find addresses, phone numbers, and other information, and how to use HP Calculator to make arithmetic and financial calculations.

If you'd like to have the original Microsoft manuals for any of the Microsoft applications built into your OmniBook, you can order them using the form included in this manual.

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Start Here

Start Here

Congratulations! Your OmniBook sets a new standard in personal computing. Although it's small and light in weight, the OmniBook is equipped with a full-size keyboard, and its own built-in mouse that nestles conveniently out of sight for travel.

The OmniBook includes Microsoft Windows and a full suite of Windows applications—the programs you use every day—all installed and ready to go. What's more, your OmniBook has been specifically designed for ease of use on the road. It features power-saving technologies to extend the time between battery charges, and special function keys for instant switching between applications. And the OmniBook is infused with the quality and attention to detail that are the hallmark of Hewlett-Packard.

Read This Chapter!

This OmniBook *Quick Start Guide* shows how to get your OmniBook up and running quickly. It also gives a brief introduction to each application, showing how to start it and do a few simple tasks.

You probably won't have to read this entire book, especially if you're familiar with personal computers, or if you've already worked with Microsoft Windows and with common applications like Word for Windows and Microsoft Excel. Still, your OmniBook is designed as a *companion* to your PC, and there are a few things that are different. So whatever else you do, *at least read this chapter.*

Because your OmniBook uses Windows, there are usually several different ways to accomplish any task. This *Quick Start Guide* shows one or two of the easiest methods. But you'll find many other ways to get things done by consulting the other manuals that accompany your OmniBook.

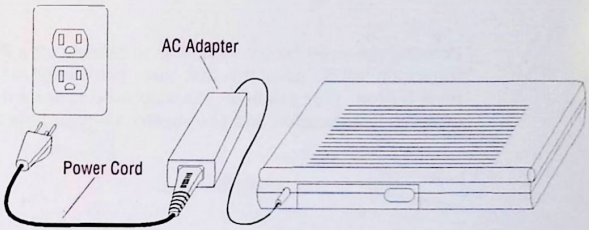
Getting Started

To start working with your OmniBook the first time, you have to make the following preparations—they're described in detail on the following pages:

1. Connect the ac adapter. (The batteries aren't charged yet.)
2. Press the reset button on the back. (You should only have to do this the first time you start the OmniBook.)
3. Install the batteries.
4. Open your OmniBook.
5. Turn on the OmniBook.
6. Adjust the display contrast.
7. Pop out and calibrate the mouse.
8. Begin working!

1. Connect the ac adapter

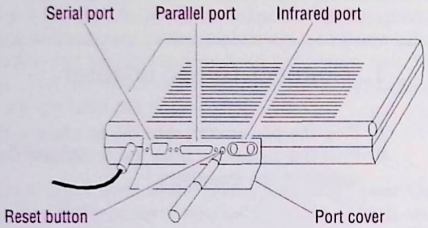
1. Plug the power cord into the ac adapter, then into a grounded ac outlet.
2. Plug the connector from the ac adapter into the socket at the right-rear corner of the OmniBook.



CAUTION Use only an HP F1044A ac adapter (the type shipped with the OmniBook)—do not use an ac adapter from another product. Using an improper adapter could damage the OmniBook and will make your warranty invalid.

2. Reset the OmniBook

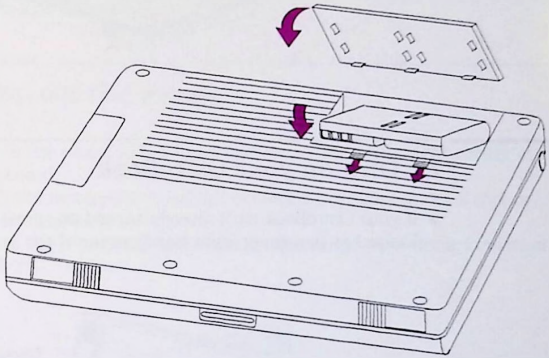
- Press the reset button.
  Open the port cover and insert a pen or pencil tip or other slender object into the small U-shaped recession between the parallel port and the infrared port on the back of the case. Press the button momentarily.



Pressing the reset button is similar to turning off a PC's power, then turning it back on again. After this first time, you should seldom have to press the reset button. (For example, you may need to reset if the batteries become completely exhausted and you replace them or attach the ac adapter.)

3. Install the battery pack

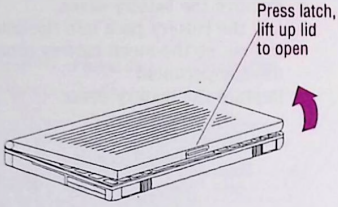
1. Make sure the ac adapter is still attached and plugged in.
2. Find the battery cover on the bottom of the case.
3. Release the two latches on the battery cover.
4. Remove the battery cover.
5. Lay the battery pack into the battery compartment. Put the rounded side in first, so the metal battery contacts on the pack mate with contacts in the compartment.
6. Replace the battery cover.



The first time you use your OmniBook, you should charge the batteries for 1 or 2 hours before operating completely on battery power.

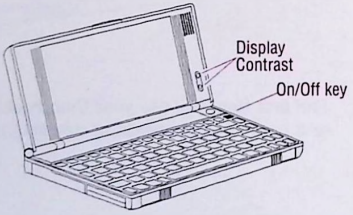
4. Open your OmniBook

- Press the latch and lift the lid away from the keyboard.



5. Turn on your OmniBook

- If your OmniBook isn't already turned on, press the blue (On/Off) key located at the upper right-hand corner of the keyboard.



The On/Off key also turns the OmniBook off. And here's an important point: *when you turn the OmniBook off, it remembers what it was doing.* So when you turn it on again, the OmniBook comes back exactly where you left it! You don't have to worry about losing information when you turn off the power.

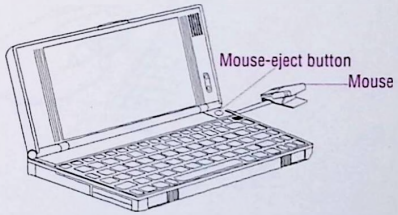
6. Adjust the display contrast

- Press either of the two buttons on the right side of the display.

Use these buttons to make the display darker or lighter. Press and hold a button for fast contrast changes, or press several times for greater control. You also can adjust the angle of the display for best visibility under the current light conditions.

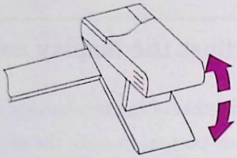
7. Pop out the mouse

1. Press the round mouse-eject button in the upper-right corner of the keyboard.
2. Pull the mouse out to its full extended position—about 2 inches (5 centimeters).
3. Raise the mouse top and calibrate the range—see the information that follows.



To raise the mouse top

- Lift the end of the mouse nearest you.



To calibrate the mouse

- Extend the mouse as far as it will go to two opposite corners of an imaginary rectangle.

Don't worry about where the pointer is at first; just extend the mouse to the end of its travel in the upper-left and lower-right directions.

Usually, when you turn on the OmniBook, you'll need to calibrate the mouse range. It takes only a second or two, and after you've calibrated the mouse, the pointer easily reaches all edges of the screen.

To calibrate, move the mouse as far as it will go to two opposite corners of an imaginary square.

Using the Mouse

You use OmniBook's mouse just as you do the mouse on your desktop PC: move the pointer to the icon or menu you want, and click with the left mouse button for most operations. Or *double-click*—click twice rather quickly with the left mouse button.

Once you've popped it out, you can use the mouse in either a raised position or a collapsed one. The raised position is usually the most comfortable, but the collapsed position may be better if you're in a cramped environment, or you have to work with the OmniBook on your lap.

To collapse the mouse

- Press inward on the support arm and press the raised end of the mouse downward to collapse it.

To store the mouse

1. If the mouse is raised, collapse it.
2. Gently push the mouse into the case opening until it latches.

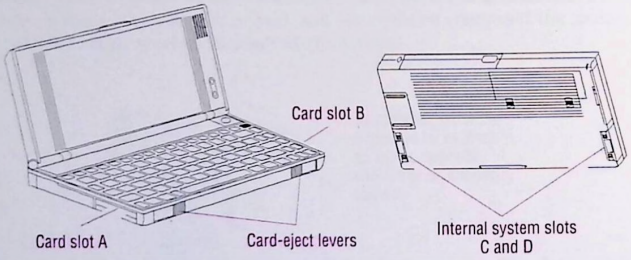
Using Your OmniBook

Your OmniBook is a full-featured personal computer with the convenience of a calculator. What's more, it comes right out of the box with Microsoft Windows and many application programs already loaded and ready to run. This means you can start working right away.

OmniBook Configurations

The small size and light weight of your OmniBook are made possible in part by advanced storage devices such as tiny plug-in cards and a miniaturized hard disk. Your OmniBook has four slots for accepting plug-in devices; how the slots are used depends on the type of mass storage in your OmniBook.

- *Hard disk version*: Has one external card slot (labeled drive A) and two internal slots available. One internal slot is for the hard disk (C), and one is for an internal read-only ROM card (D) that contains the OmniBook's applications.
- *Flash disk version*: Has two external card slots (A and B) and two internal slots available. One internal slot is for a flash card (C), and one is for an internal read-only ROM card (D) containing your OmniBook's applications.



You can use the external card slots (A, and B if available) with plug-in cards much as you now use floppy disks in the drives on a conventional desktop PC. You can plug in a card and write data to it or read from it just as if it were a floppy disk.

You use cards installed in internal system slots C and D much as you now use a hard disk. Cards in the internal slots are seldom removed. If you do change or remove and reinsert a card in slot C or D, push the OmniBook's reset button afterward.

CAUTION Before attempting to change or remove a card from internal system slot C or D, turn the OmniBook off, unplug the ac adapter, and remove the batteries. If you don't follow this procedure, you could damage the cards or the OmniBook.

Data Storage Capacity

Drive C on the OmniBook normally contains a flash disk or a hard disk. The OmniBook adds Microsoft DoubleSpace disk compression to nearly double the data storage capacity of drive C. For example, if your OmniBook has a 40-megabyte hard disk in drive C, it can store about 80 megabytes of data.

The OmniBook uses drive D for its own files, and you can't save or copy any files to it. In addition, disk compression creates an uncompressed drive E. You can see this drive in File Manager, but you shouldn't use it directly.

Built-in Applications

Here are the major applications already loaded into the OmniBook on the ROM card:

- *Microsoft Windows:* The easy-to-use visual operating system.
- *Microsoft Word for Windows:* The leading word processor for the Windows environment.
- *Microsoft Excel:* The most widely used Windows spreadsheet program, with charting and database capabilities.
- *Appointment Book:* For keeping track of appointments and things to do.
- *Phone Book:* Maintains and locates telephone numbers, addresses, and names.
- *HP Financial Calculator:* A multi-featured financial calculator.
- *File Manager:* This part of Windows lets you "drag and drop" files to move or copy them.
- *LapLink Remote Access:* Connects your OmniBook to other PCs.
- *MS-DOS:* The MS-DOS operating system.

Note

If you've used Windows or any of these applications before, you may find a few places where the OmniBook's version is slimmed down a bit from the same application on a desktop PC. This probably won't affect your day-to-day operations at all. But if you want more details, or you want to learn how to update or enhance a built-in application on your OmniBook, refer to chapter 12 of the OmniBook *Operating Guide*.

The Optional Fax/Modem Communications Pack

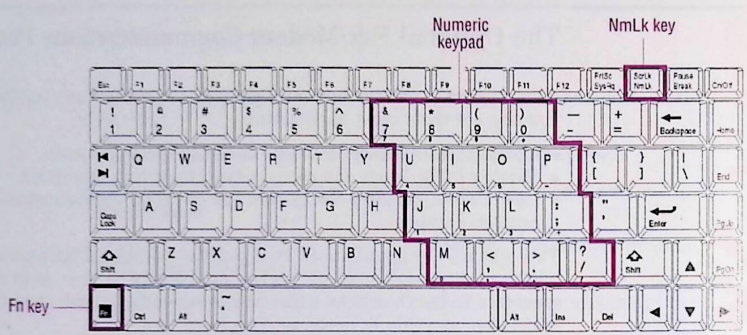
If you choose to add the optional Communications Pack to your OmniBook, you also get these other applications:

- *Microsoft Mail Remote:* Provides on-the-go electronic mail.
- *WinFax LITE:* Sends and receives faxes from your OmniBook.
- *DynaComm:* Manages the modem and controls communications with other computer systems.

This optional Communications Pack includes an internal fax/modem and a ROM card containing all the application software. It gives even more capability to the OmniBook while adding very little weight. And the fax/modem and card fit inside the OmniBook case.

To use special features of the OmniBook keyboard

- Press the (NmLk) (*number lock*) key to use the numeric keypad. With the keypad active, keys change to the designations shown on their slanted faces; for instance, keys (J), (K), and (L) become (1), (2), and (3). Other keys in this area also become number keys. (Press (NmLk) again to return these keys to their original functions, so they again type the normal alphabet.)
- Use the (Fn) (*function*) key to execute functions on the gold-colored keys—for example, (ScrLk) (*scroll lock*), and applications assigned to the function keys (F1), (F2), and so on. You press *and hold* the (Fn) key, then you press the other key.



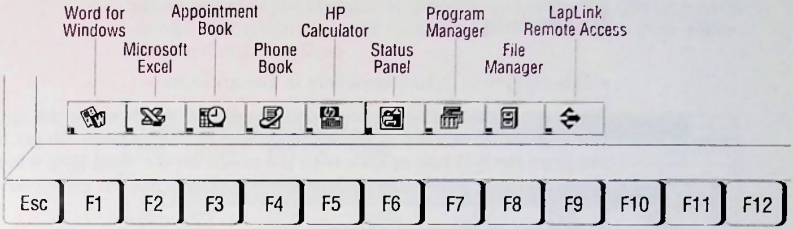
To start an application

- Press and hold (Fn), and press the function key for the application at the same time.
  -or-
  Double-click the application's icon in the Program Manager window.

To double-click an icon, move the mouse until the pointer rests on the icon. Then click the left mouse button twice. You'll have to click the button rather quickly.

Using the (Fn) Key

(Fn) is the "key" to many of your OmniBook's built-in applications. And the easiest way to start an application like Word or Microsoft Excel is to use (Fn) together with the application's *function key*. These keys, labeled (F1) through (F12), are on the top row of the keyboard. Their OmniBook functions are shown by small icons above the keys.



You can use the Fn-and-function-key combination to start an application or switch to a running application at any time—even if you're working in another application.

Example: To run the Microsoft Word application

- Press Fn and F1 at the same time.
  -or-
  Double-click the Microsoft Word icon in the Program Manager window.

This is just one example. For more information about Microsoft Word, see chapter 3, "Writing Documents with Word." To quit any Windows application—including Word—you can press the Alt and F4 keys together.

You Don't Have to Exit OmniBook Applications

A key benefit of your OmniBook is that *you don't have to exit applications* if you're still using them—even if you turn off your OmniBook. You can run as many as you like, and quickly switch between them. Because most built-in OmniBook applications are stored in ROM, they don't use much memory while they're in the background.

The size of open documents is another matter. If an application has trouble starting or seems slow, you may need to close some documents or even exit some applications to make more memory available.

To get help

- Press (F1) from almost anywhere in any application.

When you have questions about your OmniBook, Windows, or the application you're working in, Help is a quick, easy way to find answers. To get help, you can press the (F1) key, or click with the mouse on the word Help wherever it appears in the menu bar or in a dialog box. Then click the topic you want.

To get out of the Help screen

- Press (Alt) and (F4) at the same time.

To turn off the OmniBook

- Press the (On/Off) key.

When you turn the OmniBook "off," internal power to the computer isn't lost, and everything remains just as you left it. So when you press (On/Off) to switch the OmniBook on again, the last screen you had displayed pops up, all ready for you to resume. What's more, any other applications you had running are still present, too.

A Word to the Wise

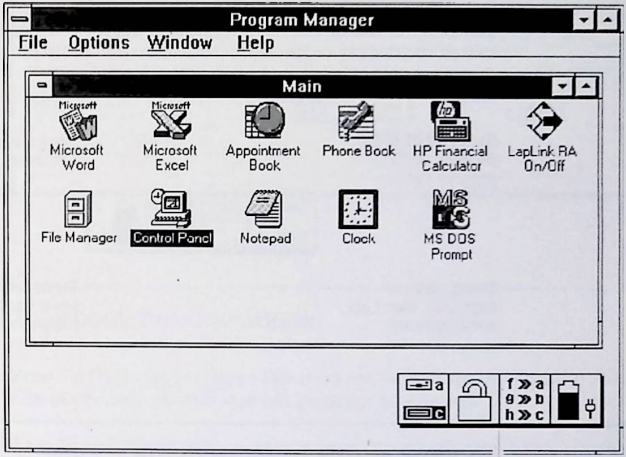
You can turn off your OmniBook without saving the files you're working on, and have everything there waiting when you come back. But it's a better idea to save all open files before turning the computer off. This is especially important if the OmniBook will be idle for a long time; after several weeks without recharging, it's possible for the batteries to self-discharge to a level low enough to affect open data.

Automatic Turn-Off

Your OmniBook has several features to save battery power when the ac adapter isn't connected. One of these is automatic shutdown—when your OmniBook has been idle for 2 minutes, it turns itself off automatically.

Controlling Your OmniBook's Status

If you have worked with a conventional PC running the Windows operating system, most parts of the OmniBook screen are probably familiar. But one area that's different is the *Status Panel*. It contains indicators that show the current status of the OmniBook, including available disk drives, keyboard settings, connections to other computers, and information about battery power and charging level.

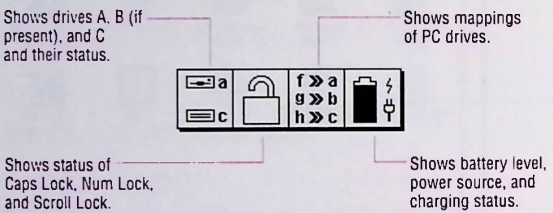


Status Panel

To display or hide the Status Panel

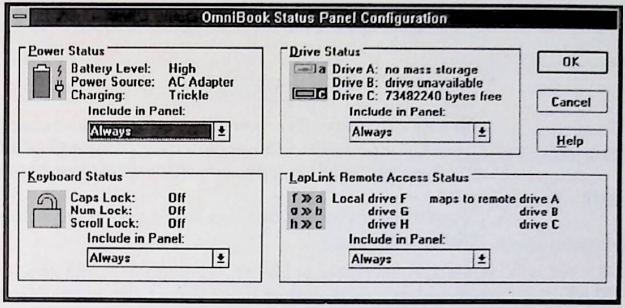
- Press (Fn)+(F6) once to display the Status Panel.
- Press these keys again to hide the Status Panel.

Indicators in the Status Panel show the current settings of the OmniBook. You switch the display of the Status Panel on and off by pressing (Fn) and (F6) *at the same time.*


Shows drives A, B (if present), and C and their status.
Shows mappings of PC drives.
a
c
f » a
g » b
h » c
Shows status of Caps Lock, Num Lock, and Scroll Lock.
Shows battery level, power source, and charging status.

To view status in more detail

1. Point the mouse at the Status Panel.
2. Double-click the left mouse button quickly to display the OmniBook Status Panel Configuration box.
3. View the OmniBook's configuration in greater detail, and change how the Status Panel displays information, if you want.
4. Press (Enter) or click OK to close the dialog box.



To reboot the OmniBook

CAUTION

Pressing Ctrl+Alt+Del or the reset button causes the OmniBook to reboot. So any data or work in progress will be *lost*.

As with any PC, on rare occasions your OmniBook may "hang," or seem frozen where nothing seems to work. In this case, first give the OmniBook some time to settle down. If that doesn't work, try rebooting the OmniBook by simultaneously pressing the Ctrl, Alt, and Del keys.

If the Ctrl+Alt+Del combination doesn't help, use the reset button on the back. This is similar to turning off a PC's power, then turning it back on again. As with a PC, files you've saved to mass storage are not affected by rebooting.

To respond to low battery indications

- Immediately attach the ac adapter.
  -or-
  Immediately turn off the OmniBook and install a charged battery pack or a set of four size-AA lithium batteries. (If your OmniBook does not have a mechanical hard disk drive, you can use alkaline batteries.)
  -or-
  Immediately save any files you have open in any applications, then turn off the OmniBook.

When battery power is low, the OmniBook automatically shuts off, preserving your current status and all information. Before this occurs, however, you receive a low battery warning: the battery power indicator in the Status Panel shows `<2:00`, indicating less than 2 minutes to automatic shutdown.

By connecting the ac adapter or installing a freshly-charged battery pack, you can continue your work uninterrupted.

CAUTION To preserve your current work session and data, be sure to turn off the OmniBook before changing the battery pack.

The ac adapter lets you operate the OmniBook from a standard ac power outlet, and it also recharges the battery pack at the same time.

OmniBook Operation and Recharging Times

	Hard disk version	Flash disk version
Typical operation with full charge	Up to 5 hours	Up to 9 hours
Quick charging, no charge to high charge	Less than 2 hours	Less than 2 hours

The rechargeable battery pack in your OmniBook uses nickel-metal-hydride cells, which don't suffer from the "memory" effects that may be found in other types of rechargeable batteries. So you can fully or partially recharge the battery pack whenever it's convenient.

CAUTION Use only the ac adapter supplied with your OmniBook; do not connect other ac adapters or rechargers to the computer. And don't try to use the ac adapter to charge batteries on devices other than OmniBook, either.

Setting the OmniBook's Configuration

The OmniBook icon in the Control Panel lets you change selected portions of your OmniBook's configuration. For instance, you can set speaker volume and system security. You can also display the Status Panel Configuration dialog box.

To set the speaker volume

1. In the Program Manager's Main window, double-click the Control Panel icon. This displays the Control Panel window.
2. In the Control Panel window, double-click the OmniBook icon. This displays the OmniBook Configuration dialog box.
3. In the OmniBook Configuration dialog box, click repeatedly on the right Speaker Volume arrow to increase speaker volume; or click the left arrow to reduce the volume. If you reduce the volume all the way, the OmniBook remains silent, but flashes its screen instead of emitting a tone.
4. Press (Enter) or click OK to close the dialog box.
   -or-
   If you want, go ahead and specify system security.

To specify system security

If you want to keep other people from having access to your OmniBook, you can protect it with a password as described here. Otherwise, you should *skip this step*. If you forget your password, you could lock yourself out of your OmniBook just as surely as you lock out other people.

1. With the OmniBook Configuration dialog box displayed, click the Set Password button to set a password for your OmniBook.
2. Type the information to be shown on the password screen. Use the mouse or (⏯) to move between fields.
3. When you have typed the new password, press (Enter) or click OK to close the Set Password box.
4. In the OmniBook Configuration dialog box, specify when the OmniBook should prompt for the password: always, only after pressing the (Fn) and (Off) keys together, or never.
5. Press (Enter) or click OK to close the dialog box.

You can set password prompting to achieve the best combination of security and convenience for your own use.

If you forget your password

- With your OmniBook at hand, call Hewlett-Packard at the telephone number listed on the inside back cover of this manual.

To install the nameplate

Packaged with your OmniBook is an attractive metal nameplate. After you've had it engraved with your name or company, you can affix the plate in the recess provided on the bottom of the case.

1. Take the nameplate to a jeweler and have it engraved.
2. Peel off the back covering. (Be careful not to bend the nameplate.)
3. Place the long edge of the nameplate at a slight angle into the top edge of the recess on the bottom of the OmniBook's case.
4. Press the nameplate carefully into the recess and smooth it down.

Be careful affixing the nameplate. Once it's attached, you can't remove it without risking damage to the nameplate's surface.

To learn more about the OmniBook and its applications

- For a brief introduction to any individual OmniBook application, including Windows, look at the appropriate chapter in this OmniBook *Quick Start Guide*.
- For more detailed explanations of the OmniBook and its applications, refer to the other manuals you received:
  - *Operating Guide*
  - *Word for Windows Guide*
  - *Microsoft Excel Guide*
  - *Personal Information Guide*

2

Using Microsoft Windows on Your OmniBook

Using Microsoft Windows on Your OmniBook

Your OmniBook has the Microsoft Microsoft Windows 3.1 operating system. Windows means you can start working on your OmniBook right away—even if you don't know a word of computer gobbledygook.

Windows manages the OmniBook and all its applications, such as Microsoft Excel and Word. Here are some of the features of Windows:

- *Graphical environment*: No need to remember difficult commands.
- *Windowed applications*: Place several windows on the screen at once and switch between them.
- *Multitasking*: Run more than one application program at the same time.
- *Mouse control*: Quickly move around in windows and applications.
- *Handy pull-down menus*: Easily view all commands.
- *Point and click operation*: Simply move the mouse pointer on the screen and click the button to execute a command.
- *Icons*: Point and click on these *visual* cues.

Windows is a system that's easy to use. However, if you haven't used Windows before, take time to work through this chapter before tackling any of the applications described in later chapters.

"But I already know Windows . . . "

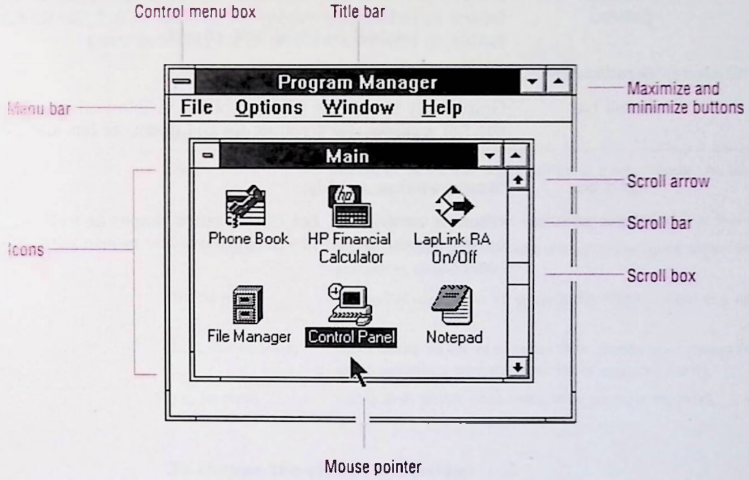
If you know Windows, skip this chapter. Just keep in mind this special rule for using Windows on your OmniBook:

- *You don't need to exit applications before turning off the OmniBook.* Your OmniBook never disconnects power. When you turn it off, everything remains "frozen" until you turn it on again. (Naturally, you should always take reasonable precautions, by saving your work periodically and closing files when you're done with them.)

Using Windows

When you first turn on your OmniBook, you see a graphic screen with tiny icons for all the built-in applications in the computer. This screen is actually one *window*, part of an application called Program Manager. The screen background on which all windows appear is called the *desktop*.

No matter what the application, all windows have several features in common.



Window Area	What It Does
Control menu box	Lets you use the keyboard for sizing and moving windows.
Title bar	Shows the name of the application, document, or file.
Menu bar	Shows the available menus. Each selection has a pull-down menu of commands.

Window Area	What It Does
Icons	Represent application programs and files. Double-click any program icon with the mouse to start that application.
Maximize and Minimize buttons	Click the Maximize ▲ button with the mouse to enlarge the window so it fills the entire screen. Click the Minimize ▼ button to reduce the window to an icon. (Click the Restore ⇳ button to restore a window to its previous size.)
Scroll arrow	Scrolls window slowly.
Scroll bar	Graphically shows the position of the visible portion within the full window. By scrolling up and down, or left and right, you can view the entire window.
Scroll box	Scrolls window quickly.
Mouse pointer	Often an arrowhead, but can be other shapes as well. Moves on the screen as you physically move the mouse with your hands.

To work with Windows

Managing all your applications will be easier and more fun if you learn a few simple techniques for working with windows.

Words You Need to Know

These words and phrases will help you understand instructions for all Windows applications.

Word or Phrase	What It Means
Select	Marking an item, usually with a highlight or a dark rectangle. You can select with the mouse or the keyboard.
Choose	Actually carrying out an action—again, either with the mouse or from the keyboard.
Point the mouse	Moving the mouse with your hand until the pointer on the screen rests on the item you want to choose.
Click the mouse	Pressing and releasing the left mouse button. Clicking an icon or a window usually *selects* it.
Double-click the mouse	Quickly clicking the left mouse button twice. Double-clicking *chooses* an item—that is, such as executing a command or starting an application running.
Drag the mouse	Holding down the left mouse button while you move the mouse.

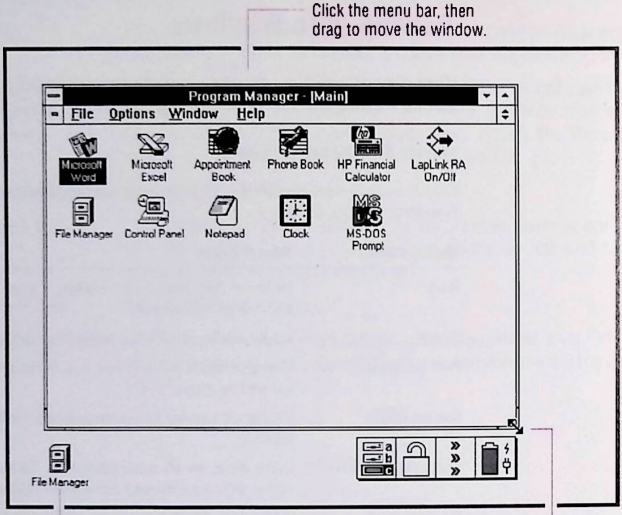
To change the size of a window

1. With the mouse, click in the window to select it.
2. Point to a border or corner of the window. (Watch for the mouse pointer to turn into a double-headed arrow.)
3. Press and hold the mouse button and drag the corner or border until the window is the desired size.
4. Release the mouse button.

To move a window

1. Drag the title bar of the window to a new location.
2. Release the mouse button.

By opening windows, sizing them, and moving them to new locations, you can arrange several open windows on the screen at once.



To reduce a window to an icon

1. Click in the window to select it.
2. Click the Minimize button (the box with ▼) in the upper-right corner of the window.
   –or–
   From the Control menu, choose Minimize.

You can reduce any window to an icon, so it takes up less space on your desktop. If the window is an application program, it continues to run.

To enlarge a window to its maximum size

- Double-click the minimized icon (if the window isn't already maximized).
  -or-
  Click the Maximize button (the box with ▲).

Maximizing enlarges a window so it takes up the entire desktop.

To use menus

Menus are a key part of every Windows application—which means, of course, all the applications in your OmniBook.

Windows has *pull-down* menus. Menus are listed on the menu bar along the upper edge of the application window. When you select a menu, you pull down the commands available for that menu so you can choose them.

Some—but not all—Windows applications also feature a Toolbar and a Ribbon right below the menu bar. These contain buttons with icons that are executed immediately when you click them.

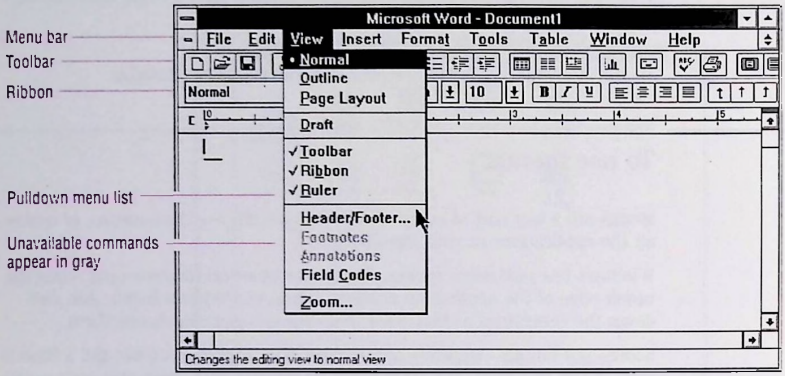
To choose a menu command with the mouse

1. Click to select the menu you want.
2. Click to choose the desired command.

To choose a menu command with the keyboard

1. Press (Alt).
2. Press the underlined letter of the menu name.
3. Press the underlined command letter to choose the command.

Example: Choosing the Header/Footer Command from the View Menu



The example shows a menu in Microsoft Word, but the techniques apply to *all* menus for Windows applications. In the example, to choose the Header/Footer command, you can *either*:

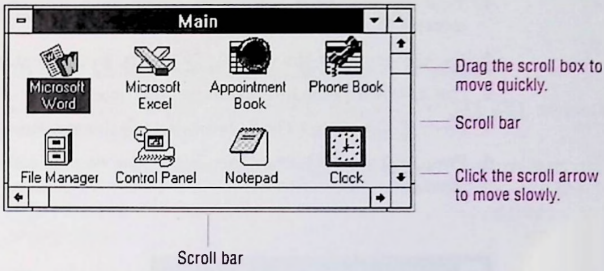
- Click the View menu, then click the Header/Footer command.
  –or–
  Press (Alt), then (V), then (H).

To use other features of Windows

Besides pull-down menus, other features of Windows applications are scroll bars, dialog boxes, and the Help commands.

To use the scroll bars

- Point to one of the scroll arrows and hold the mouse button until you see the information you want.
  -or-
  Drag the scroll box to move quickly to another portion of the window.



To use dialog boxes

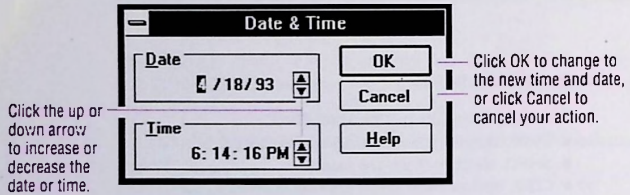
1. Enter information in the dialog box:
   - Type desired information in text boxes.
   - Select choices from list boxes.
   - Click option buttons to choose between two choices.
2. Click OK (or a similar command button) to execute the action.
   -or-
   Click Cancel to exit without making your changes.

A dialog box is a window that appears temporarily to request or supply information. You make any changes to the dialog box, then click the command button (usually labeled OK) to make all the changes at once.

Example: Setting the Time and Date

Setting current time and date may be the first thing you want to do before you begin working with applications. Once you've set these, you should never have to change them again—an internal battery-operated clock maintains the time. Here's how to set the time and date:

1. In Program Manager's Main window, double-click the Control Panel icon. This displays the Control Panel window.
2. In the Control Panel window, double-click the Date/Time icon. This displays the Date & Time dialog box.
3. Click the mouse on the part of the date (day, month, or year) you want to change.
4. Type the new value, or click the up or down arrow to change one date element at a time.
5. Use the mouse or the tab key, (⇥), to go to the next entry.
6. Use a similar procedure to change the time.
7. Press (Enter) or click OK to return to the Control Panel window.
8. Press (Alt) and (F4) simultaneously if you want to return to Program Manager's Main screen.


Date & Time
Date
/18/93
Time
6:14:16 PM
OK
Cancel
Help
Click the up or down arrow to increase or decrease the date or time.
Click OK to change to the new time and date, or click Cancel to cancel your action.

To get help

- Select the Help menu and choose the most suitable command.
  -or-
  Press (F1) from almost anywhere in any application.

Windows online Help is a quick, easy way to find out information about Windows or about the application you're currently running. It's available whenever you see a Help command button or Help as an item on a menu bar—and it's available in most other situations when you press (F1).

To exit the Help screen

- From Help's File menu, choose Exit.
  -or-
  Press and hold (Alt), then press (F4).

To use an OmniBook application

To start an application from anyplace in Windows

- Press and hold (Fn), and press the function key ((F1), (F2), or another key) for the application.

Remember, if you are in any Windows application, you can start a new application this way *without exiting the current one*! Use the (Fn) + function key combination to start an application or bring it to the front at any time, even if you're in another application.

To start an application from Windows Program Manager

- Double-click the application's icon with the mouse.
  -or-

1. Select the application's icon.
2. Press (Enter)

To switch between applications

1. Press (Fn) and the applicable function key ((F1) through (F9)) to start the first application.
2. Press (Fn) and another function key to start another application.
3. Use (Fn) and the appropriate function keys to switch between the applications.

Windows lets you have *several* application programs running at once. In fact, by shrinking their windows, you can actually see all those programs on the screen at the same time.

If an application isn't running, pressing (Fn) together with its function key starts it. If it is already running, the (Fn)-plus-function-key combination switches to that application.

Example: Switching between Word and Microsoft Excel

1. Press (Fn) and the (F1) function key to start Word running.
2. Press (Fn) and (F2) together to start Microsoft Excel.
3. Switch back and forth by pressing (Fn) and (F1), then (Fn) and (F2), and so on.

To exit an application

- From the application's File menu, choose Exit.
  -or-
  Press and hold the (Alt) key, then press the (F4) function key.

To learn more about Microsoft Windows

For more detailed information about Microsoft Windows, you can refer to any of the following:

- *Windows Help:* Press (F1) or use the Help menu for help about individual Windows topics.
- *The Operating Guide*: Refer to the OmniBook *Operating Guide* for more detailed explanations of the OmniBook, including Windows.
- *Microsoft and third-party sources:* For complete explanations of all Windows commands and options, refer to sources such as the *User's Guide for the Microsoft Windows Operating System* that accompanies Windows for your PC or that you can order using the form included in this manual—or to one of the many books that are available at bookstores.

3

Writing Documents with Word

Writing Documents with Word

One of the most important built-in applications contained in your OmniBook is Microsoft Word for Windows. (It's usually just called Word.) This application is actually a multi-featured word processor for all types of documents. In fact, Word is ideal for all the writing and formatting you need to do:

- Quickly create simple memos.
- Jot down notes in a meeting or while traveling.
- Write a multi-page letter, then check spelling of every word.
- Publish a newsletter, complete with boldface type and sophisticated page layout.
- Combine input from several sources into a large manual, complete with pictures and tables.

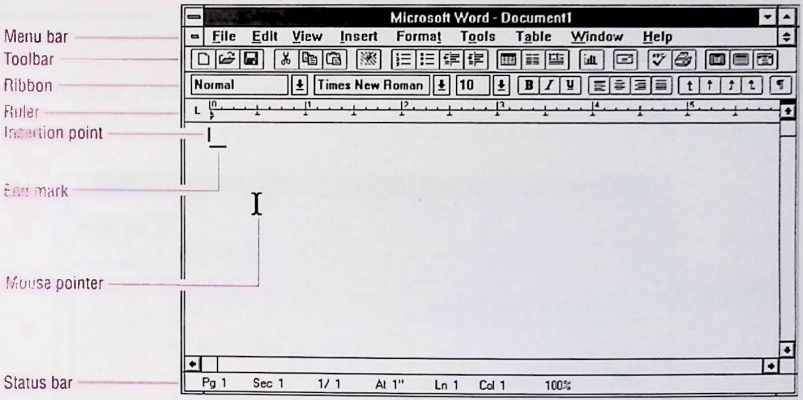
To start Word

- From the keyboard, press Fn and F1 at the same time.
  –or–
  From Windows Program Manager, use the mouse to double-click the Word icon.

The Fn + function key combination is particularly convenient. You can use it to start an application—or bring the application to the front if it's already running. Fn+F1 works any time, even if you're in another application.

Word at a Glance

When Word first appears on the screen, you see a new, blank document window. You type text into the document window at the insertion point. You can format and manipulate the text, the document, and the Word application itself using the other portions of the screen.



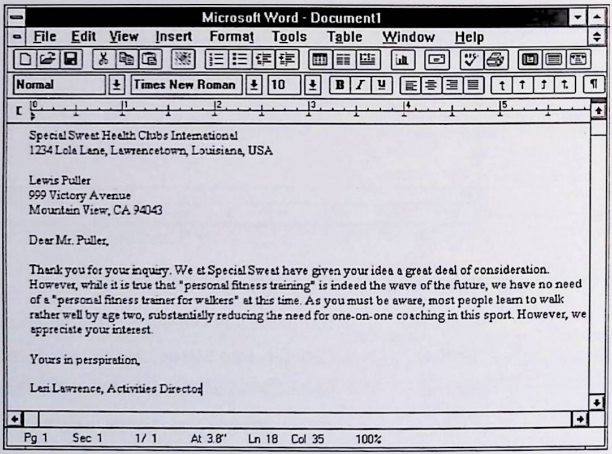
Word Area	What It Does
Menu bar	Has menu and command selection for all Word commands.
Toolbar	Contains icon buttons for frequently-used commands.
Ribbon	Shows text formatting and lets you change it.
Ruler	Shows and lets you change margins, tabs, and indents.
Insertion point	Shows where the next entry will be placed.
End mark	Shows the end of the document.
Mouse pointer	Shows where next action will be if you click the mouse pointer.
Status bar	Shows information about the current document or command.

To create a new document

- Just sit down at the keyboard and start typing.

Example: Typing Your Own Letter

You can begin by typing the letter shown on the screen below, or type your own letter and follow along.


Microsoft Word - Document1
File Edit View Insert Format Tools Table Window Help
Normal
Times New Roman
10
Special Sweat Health Clubs International
1234 Lole Lane, Lawrencetown, Louisiana, USA
Lewis Fuller
999 Victory Avenue
Mountain View, CA 94043
Dear Mr. Fuller,
Thank you for your inquiry. We at Special Sweat have given your idea a great deal of consideration. However, while it is true that "personal fitness training" is indeed the wave of the future, we have no need of a "personal fitness trainer for walkers" at this time. As you must be aware, most people learn to walk rather well by age two, substantially reducing the need for one-on-one coaching in this sport. However, we appreciate your interest.
Yours in perspiration,
Lori Lawrence, Activities Director
Pg 1 Sec 1 1/ 1 At 3.8" Ln 18 Col 35 100%

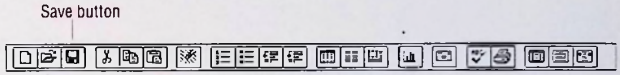
A few hints as you type your letter:

- Use (← Backspace) and (Del) to erase letters if you make a mistake.
- End each paragraph with (Enter).
- You don't need to press (Enter) at the end of each line unless the lines are short (as in the addresses and the closing).

- Use the mouse or the arrow keys (◄, ►, ▲, ▼) to move the insertion point without typing.

To save a document

1. On the Toolbar, click the Save button. (It's the one that looks like a floppy disk.)
2. If this is a new document, you see a dialog box. In this case, type a name for the document in the File Name box.
3. Press Enter or click OK.



Word automatically adds .DOC to the name unless you specify differently. For example, typing "letter1" saves the document as LETTER1.DOC.

Example: Saving Your Letter

Here's how to save your letter as LETTER1.DOC:

1. Click the Save button. You see the Save As dialog box.
2. Type the name LETTER1 in the File Name box.
3. Press Enter or click OK.
4. You see a Summary Info box. You can type information in the box; or you can press Enter or click OK to proceed without entering anything.

To open an existing document

1. On the Toolbar, click the File Open button. (It looks like an open file folder.)
2. In the File Name box, click a file to select it, or type the name of the file you want to open.

The File Open command lets you retrieve previously saved documents and open them for editing in Word.

To learn more about Word

For more detailed information about Microsoft Word for Windows, you can refer to any of the following:

- *Word's Help command:* Press F1 or use the Help menu for help about individual Word topics.
- *The Word for Windows Guide*: Refer to the OmniBook *Word for Windows Guide* for more detailed explanations of Word on your OmniBook.
- *Microsoft and third-party sources:* For complete explanations of all Word commands and options, refer to sources such as the *User's Guide to Microsoft Word for Windows* that accompanies Word for your PC or that you can order using the form included in this manual—or to one of the many books that are available at bookstores.

4

Creating Spreadsheets with Microsoft Excel

Creating Spreadsheets with Microsoft Excel

Microsoft Excel is another of the many application programs built into your OmniBook. Microsoft Excel is a multi-featured spreadsheet program that is ideal for maintaining numeric or financial data. But Microsoft Excel is much more than that; in fact, Microsoft Excel in your OmniBook is packed with capabilities for calculating and analyzing numeric data:

- *Worksheets:* These are the actual spreadsheets that display and calculate your financial or numeric data. You can do handy "what if" analysis, too, by changing one number and watching the effect on other values in the worksheet.
- *Charts and graphs:* You can quickly create bar graphs, pie charts, and other sophisticated graphs that let you see trends at a glance.
- *Databases:* Microsoft Excel's database commands let you sort, search, and manage large amounts of data. Database forms make it very convenient to enter data, too.
- *Formatting:* It's easy to add emphasis with borders, formatting for numbers and text, and different type sizes and fonts. It all gives your data that professional appearance.

This chapter of the OmniBook *Quick Start Guide* will introduce you to Microsoft Excel and show how to create a spreadsheet and enter and calculate some data.

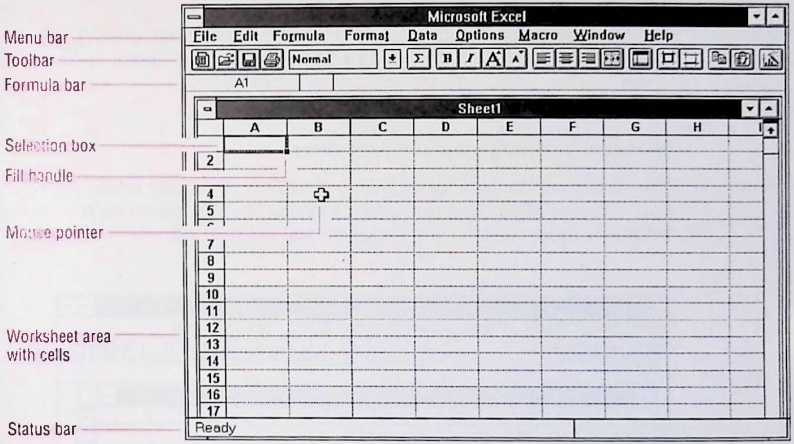
To start Microsoft Excel

- From the keyboard, press (Fn) and (F2) at the same time.
  -or-
  From Windows Program Manager, use the mouse to double-click the Microsoft Excel icon.

The (Fn) + function key combination is particularly convenient. You can use it to start an application—or bring the application to the front if it's already running. (Fn)+(F2) works any time, even if you're in another application.

Microsoft Excel at a Glance

When Microsoft Excel first appears on the screen, you see a new, blank worksheet. You type numbers and text into the worksheet, and you manipulate and format numbers, text, and the Microsoft Excel application itself by using other portions of the screen.



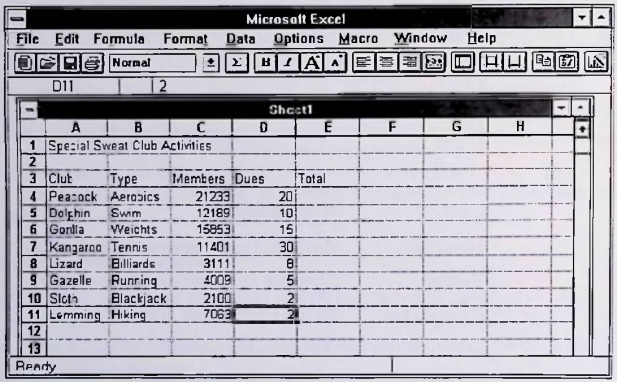
Item	What It Does
Menu bar	Has menu and command selection for Microsoft Excel.
Toolbar	Contains icon buttons for frequently used commands.
Formula bar	Shows current cell and its contents.
Selection box	Outlines current cell.
Fill handle	Allows copying of formulas or values by dragging.
Mouse pointer	Changes shape depending on its current function.
Worksheet area	Displays cells containing text and numeric values.
Status bar	Shows information about the worksheet or command.

To begin a new worksheet

1. Begin typing in the current cell.
2. When you're finished typing text or numbers in one cell, press Enter or one of the arrow keys (◄, ►, ▲, ▼), or click the mouse on another cell.
   (Or press Esc to discard what you've typed.)

Example: Creating a Simple Worksheet

The easiest way to learn about Microsoft Excel is to actually create and edit your own worksheet. You can begin by typing the data shown on the screen below—or make up your own worksheet and follow along.



To enter the data as shown:

- As you type, your entry appears in the cell and also in the formula bar.
- Begin by typing "Special Sweat Club Activities" in cell A1. Even though this line appears to be too long for the cell, it expands to cover neighboring cells (as long as there's nothing in them). So you see the full entry.

- Press the (Enter) key when you're done typing data in a cell.
  -or-
  When you're done typing data in one cell, simply move to another cell by clicking the mouse or pressing an arrow key ((◀), (▶), (▲), (▼)).
- Use (← Backspace) to erase individual characters if you make a mistake.

To go to a specific cell

- Click the mouse or use the arrow keys ((◀), (▶), (▲), (▼)) to go to cells in the immediate vicinity of the current cell.
  -or-
  Use the mouse and scroll bars or the arrow keys if you need to go to cells not shown on the screen.

To edit a cell's contents

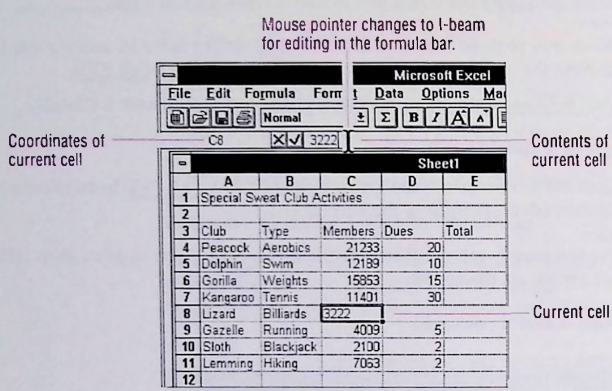
1. Click or go to the cell to select it.
2. Retype the cell's contents.
   -or-
   a. Move the mouse pointer into the cell's contents on the formula bar. The cursor changes to an I-beam. Then click within the cell's contents (called the cell's *formula*) to move the insertion point there.
   b. In the formula bar, type the needed changes for the cell.
3. Press (Enter) or move to another cell to complete the entry.

Although you may be able to see only a few characters in the cell within the worksheet, that cell can actually contain a lot of information—long sentences, big numbers, complex formulas, and the like. To see and edit the full contents of any cell, you do your work in the formula bar.

Example: Editing a Worksheet

Here's how to change the number of members of the Lizard Club if 111 new billiards players join:

1. With the mouse, click cell C8.
2. Move the mouse pointer into the cell's contents shown on the formula bar. The mouse pointer changes to an I-beam. Click the mouse to move the insertion point into the formula bar.
3. Change the cell's contents from 3111 to 3222.
4. Press (Enter).



To enter a formula

1. Select the cell where you want to enter the formula.
2. Type an equals sign (=) to begin the formula.
3. Type the formula, using cell references and arithmetic operators.
4. Press Enter.

Formulas let you perform mathematical operations using the contents of cells, and place the results in other cells. A formula always begins with an equals sign (=), and includes numbers or cell references (like A3 or C5) and arithmetic operators (like + and *). You can also use Microsoft Excel worksheet functions like SUM in formulas.

For example, these are valid formulas:

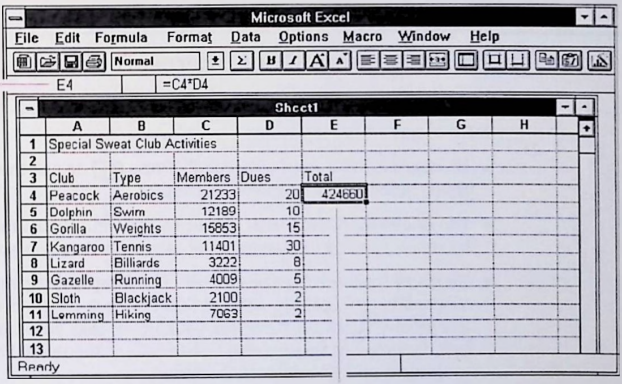
`A2+1`	Value of cell A2 plus 1.
`A1-(B1+C1)`	Value of cell A1 minus the sum of cells B1 and C1.
`SUM(A1,A5)`	Sum of cells A1, A2, A3, A4, and A5.

When you enter a formula in a cell, the *result* actually appears in the cell. The *formula* is visible on the formula line.

Example: Entering a Formula

Here's how to enter a formula that shows the total dues paid by members of the Peacock Club:

1. With the mouse, click cell E4.
2. Enter the formula =C4*D4.
3. Press (Enter).



Formula line shows current cell and formula.

Worksheet cell shows result of formula.

To save a worksheet

- On the Toolbar, click the Save button. (It's the one that looks like a floppy disk.)
  The file is saved immediately if it's been saved before.
  –or–
  If this is a new worksheet, you see a dialog box. In this case:

  1. Type a name for the worksheet in the File Name box.
  2. Press (Enter) or click OK.

To learn more about Microsoft Excel

For more detailed information about Microsoft Excel for Windows, you can refer to any of the following:

- *Microsoft Excel's Help command:* Press (F1) or use the Help menu for help about individual Microsoft Excel topics.
- *The Microsoft Excel Guide*: Refer to the OmniBook *Microsoft Excel Guide* for more detailed explanations of Microsoft Excel on your OmniBook.
- *Microsoft and third-party sources:* For complete explanations of all commands and options, refer to sources such as the user's guides that accompany Microsoft Excel for your PC or that you can order using the form included in this manual—or to one of the many books available at bookstores and through other sources.

5

Managing Your Time with Appointment Book

Managing Your Time with Appointment Book

The Appointment Book in your OmniBook is the perfect replacement for that old pocket calendar or bulky scheduler you may have used in the past. Appointment Book helps allocate your precious time, and is as easy to use as all other Windows applications. Here are some of the ways to put Appointment Book to work:

- View your daily, weekly, or monthly calendar at a glance.
- Quickly add and delete appointments.
- Use OmniBook to signal the next appointment.
- Keep and update a to-do list.
- See a full-screen note or a display of future events in your life.
- Keep detailed records of past appointments kept and tasks performed.
- Print a copy of your schedule for others.

This chapter of the OmniBook *Quick Start Guide* shows selected features of Appointment Book, and briefly illustrates how to make and delete an appointment.

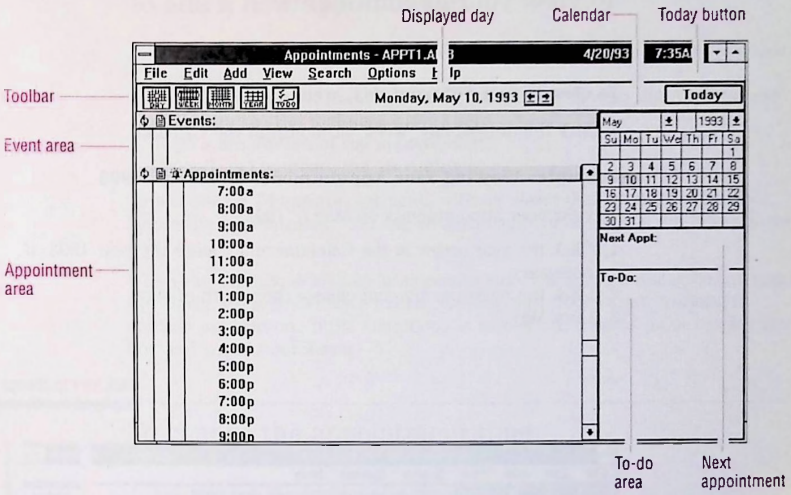
To start Appointment Book

- From the keyboard, press Fn and F3 at the same time.
  –or–
  From Windows Program Manager, use the mouse to double-click the Appointment Book icon.

The Fn + function key combination is particularly useful. You can use it to start an application—or bring it to the front if it's already running. Fn+F3 works any time, even if you're in another application.

Appointment Book at a Glance

When you first see Appointment Book on the screen, you see today's appointments, along with a monthly calendar and a to-do summary.



Appointment Book Area	What It Does
Displayed day	Shows the day for which you now see appointments.
Calendar	Shows calendar, with displayed day highlighted.
Today button	Returns display to today's date.
Toolbar	Shows or changes period of current appointment calendar, and shows the to-do summary.
Event area	Shows upcoming events, like holidays, birthdays.
Appointment area	Displays scheduled appointments.
To-Do area	Shows a prioritized list of things to do.
Next appointment	Shows your next scheduled appointment.

To view your appointments

- Click the Day button on the Toolbar.

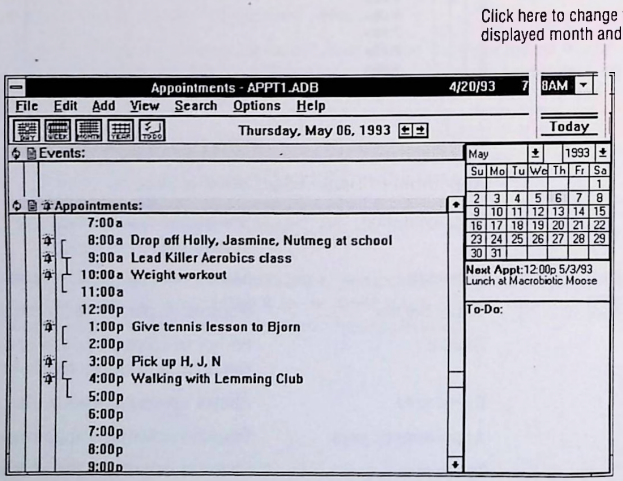
To change to a different day, week, or month

- Click the desired day, week, or month in the Calendar.

Example: Viewing Your Appointments on May 6, 1993

To view your appointments on May 6, 1993:

1. Click the year arrow in the Calendar and choose the year 1993, if necessary.
2. Click the month arrow and choose the month of May.
3. Click May 6.



To add a new appointment

1. If necessary, click the day in the Calendar to display the day of your new appointment.
2. Click the mouse on the line next to the desired time in the Appointment area. You see the highlight move there.
3. Type a description of the appointment.
4. Press (Enter) to create the appointment.

This creates a 1-hour appointment, with an alarm that sounds 5 minutes before the appointment. You see an alarm symbol in the column beneath the bell.

When the OmniBook signals an appointment, it displays a dialog box to signal the alarm, even if you have exited Appointment Book or are working in another application. If the OmniBook is turned off, it turns on to display the box and signal your alarm.

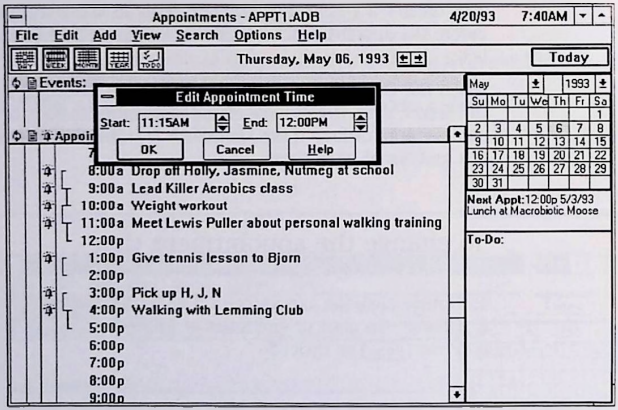
To change the appointment time

1. Double-click the appointment time in the display.
2. Change the start or end times as needed.
3. Press (Enter) or click OK.

Example: Setting an Appointment for 11:15 am

Here's how to set an appointment to meet Lewis Puller at 11:15 am:

1. Click 11:00a to move the highlight there.
2. Type information for the appointment on that line and press Enter.
3. Double-click the appointment time 11:00a.
4. Click the arrows to change the Start time to 11:15 am.
5. Press Enter or click OK.



After you select OK, the new appointment shows up on your schedule for the day, and a new appointment is created at 11:15.

To change the alarm for an appointment

1. Double-click the bell symbol displayed to the left of the appointment (or click in the bell column next to the appointment).
2. Select or clear the Alarm Enabled box.
3. If desired, change the Leadtime. This is the time before the appointment that the alarm occurs.
4. Press (Enter) or click OK.

When you select OK, the appointment is automatically saved in the current appointment book file.

To add a new event

1. If necessary, click the Day button to display and change to the day of your new event.
2. Click the mouse on a blank line in the Event area. You see the highlight move there.
3. Type a description of the event.
4. Press (Enter) or click OK to include the event in the appointment book.

Events (like holidays and anniversaries) are special days you don't want to forget.

To delete an appointment or event

1. Click the appointment or event to move the highlight there.
2. Press (Ctrl)+(D) to delete the appointment or event.

Appointment Book saves every change to your schedule for you *as you make it*. So if for some reason you decide to exit the Appointment Book application, you don't need to worry about saving changes first.

To learn more about Appointment Book

For more detailed information about Appointment Book, you can refer to either of the following:

- *Appointment Book's Help command:* Press (F1) or use the Help menu for help about individual Appointment Book topics.
- *The Personal Information Guide*: Refer to the OmniBook *Personal Information Guide* for more detailed explanations of all features of Appointment Book.

Finding People with Phone Book

Finding People with Phone Book

Phone Book is another valuable part of your portable OmniBook. It is actually a personal database containing names, addresses, and—most important—telephone numbers, all ready for handy reference. You can add entries, delete them, search for a specific name, or even search for specific text. This chapter of the OmniBook *Quick Start Guide* gives a brief introduction into using Phone Book.

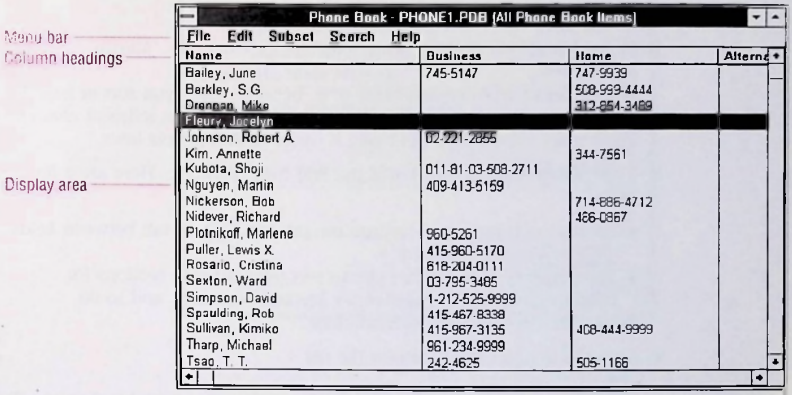
To start Phone Book

- From the keyboard, press Fn and F4 at the same time.
  –or–
  From Windows Program Manager, use the mouse to double-click the Phone Book icon.

The Fn+F4 combination is the fastest, easiest way to start Phone Book. You can use it from anywhere—even from another application—to start Phone Book or bring it to the front if it's already running.

Phone Book at a Glance

When Phone Book first appears on the screen, you see a new, blank Phone Book list. As you type names, telephone numbers, and other data into the Phone Book database, this information appears in the list, one line per Phone Book item. You may not be able to see all information about an item on the screen when you view the list, but you can always double-click a line to see all details of that item.

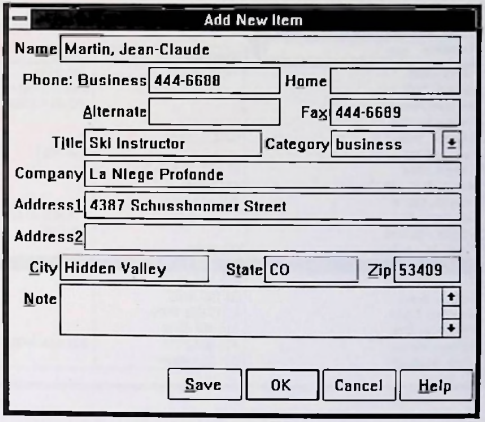


Area	What It Does
Menu bar	Has menu selections for all Phone Book commands.
Column headings	Shows column headings for the information.
Display area	Shows name, telephone, and other information for a series of records.

To add a person to the list

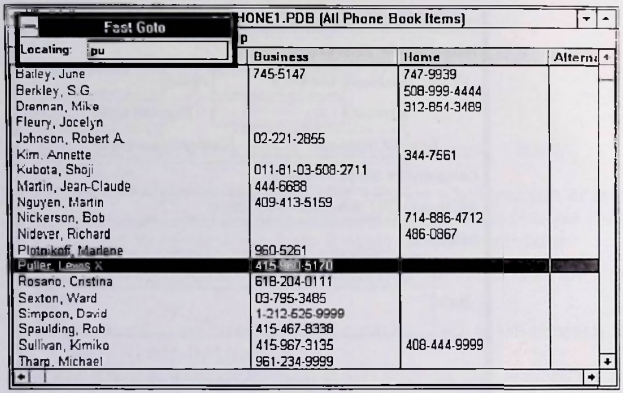
1. Double-click a blank line in the display area.
   -or-
   Press F2.
2. In the Name box, type a person's name—for example: "Martin, Jean-Claude."
   Remember to type the last name first, because when you sort or search the list of items, the operation begins by looking at the leftmost character. Putting last names first will make it easier to find people later.
3. Type information in the rest of the Add New Item box. Here are a few hints:
   - For ease of typing, you can use the tab key, ⇥, to tab between fields. (Shift+⇤ tabs backwards.)
   - The Category entry allows you to sort your list into sections for relatives, personal acquaintances, business contacts, and so on.
   - You can leave almost any field blank.
4. Click OK to enter the item into the list.
   -or-
   Click Save to enter the item into the list and open a new, blank item. This is a good way to add several items to the list, one after another.

When you add new persons to the list, they're automatically placed in alphabetical order.



To search for a person

1. Type the first letters of the name you want to find.
2. When the highlight is on the name you want, press Enter to close the Fast Goto dialog box.



When you start typing a name, Phone Book's Fast Goto dialog box pops up and searches as you type. The highlight moves to the name as you type it.

To learn more about Phone Book

For more detailed information about Phone Book, you can refer to either of the following:

- *Phone Book's Help command:* Press (F1) or use the Help menu for help about individual Phone Book topics.
- *The Personal Information Guide*: Refer to the OmniBook *Personal Information Guide* for more detailed explanations of all features of Phone Book.

7

Getting Answers from HP Financial Calculator

Getting Answers from HP Financial Calculator

HP Financial Calculator gives you all the power and convenience of a full-fledged Hewlett-Packard handheld calculator. It lets you quickly perform mathematical operations, as well as sophisticated financial and scientific calculations. Here's a sample of what you can do with this handy OmniBook application:

- Perform general arithmetic problems involving addition, subtraction, multiplication, and division.
- Execute sophisticated TVM (time value of money) and financial calculations.
- Produce analyses of financial alternatives.
- Do conversions involving currency, length, temperature, and other units.
- Perform calculations using scientific functions like sine, cosine, polar/rectangular functions, and more.
- Solve algebraic equations with the Solver.
- Switch between conventional algebraic mode and the RPN (Reverse Polish Notation) familiar to many HP calculator users.

Attention HP Calculator Veterans

If you've already used another Hewlett-Packard calculator like the HP 19BII or the HP 95LX Calculator, you'll find HP Calculator remarkably similar. But now you can press buttons on the keyboard or click buttons in the HP Calculator window to accomplish the same tasks.

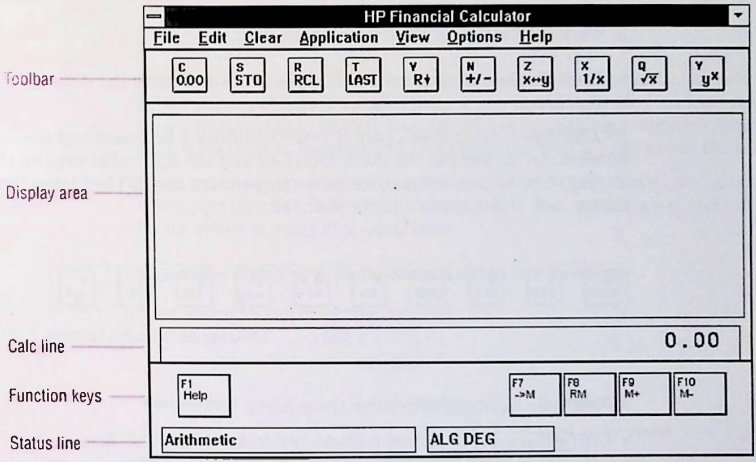
To start HP Calculator

- From the keyboard, press (Fn) and (F5) at the same time.
  -or-
  From Windows Program Manager, use the mouse to double-click the HP Financial Calculator icon.

The (Fn) + function key combination is particularly convenient. You can use (Fn)+(F5) to start HP Calculator or return to it at any time, even if you're in another application.

HP Calculator at a Glance

When HP Calculator appears on the screen, you see the familiar Windows menu bar, and below it a mathematics Toolbar with icon buttons. There's also a large operational display area, the Calc line for entering numbers and viewing results, and a set of function keys.



Area	What It Does
Toolbar	Buttons perform calculator functions when you click them, or when you press the applicable keys on the OmniBook keyboard.
Display area	Displays contents of calculator's storage registers, history stack, or other information.
Calc line	Displays numbers you type and shows calculated results.
Function keys	Perform calculator functions when you click them, or when you press keyboard function keys (F1) through (F10).
Status line	Shows current calculator application, entry mode, and angle mode.

To learn more about HP Calculator

For more detailed information about HP Financial Calculator, you can refer to either of the following:

- *HP Calculator's Help command:* Press (F1) or use the Help menu for help about individual HP Calculator topics.
- *The Personal Information Guide*: Refer to the OmniBook *Personal Information Guide* for more detailed explanations of all features of HP Calculator.

8

Handling Files with File Manager

Handling Files with File Manager

File Manager gives you the means to manage files on your OmniBook. File Manager on the OmniBook is especially important because this application makes it easy to "see" drives and move files between OmniBook and a personal computer.

File Manager can take care of a number of important tasks. Here's a partial list of what you can do:

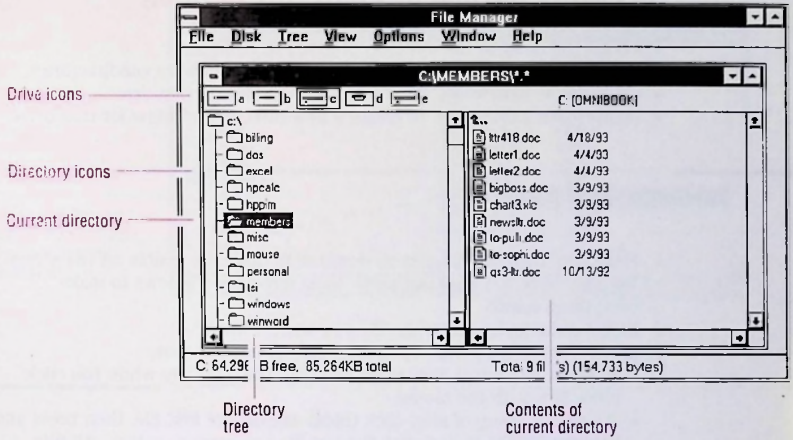
- View a diagram of the drives, directories, and files on your OmniBook—and on a PC connected to your OmniBook through LapLink Remote Access. (Chapter 9 tells more about LapLink Remote Access.)
- Make new directories.
- Copy files by dragging them with the mouse.
- Delete files and directories.
- Rename files.

To start File Manager

- From the keyboard, press (Fn) and (F8) at the same time.
  -or-
  From Windows Program Manager, use the mouse to double-click the File Manager icon.

The (Fn) + function key combination is particularly convenient. You can use (Fn)+(F8) to start File Manager or return to it at any time, even if you're in another application.

File Manager at a Glance



Area	What It Does
Drive icons	Represent the different drives on your OmniBook and on another PC if one is connected with LapLink Remote.
Directory icons	Represent directories on the current drive.
Current directory	Highlighted or boxed directory icon, indicating this is the directory to which File Manager is now set.
Directory tree	Displays contents of the current drive, with the current directory highlighted.
Contents of current directory	Lists files and subdirectories.

To display the files in a directory or drive

- Click a directory in the directory tree to see its files.
- Double-click a directory in the directory tree to show its subdirectories.
- Click a drive icon to see the directories and files on that drive.
- Double-click a drive icon to create a new directory window for that drive.

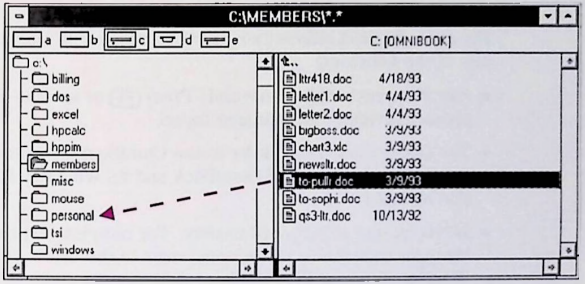
To copy a file

1. Make sure both the file and its destination drive are visible on the screen. You may have to resize and move some directory windows to make everything visible.
2. In the contents list, click the file you want to copy.
3. If you want to copy a group of files, extend the selection:
   - To select individual files, press and hold the Ctrl key while you click other files with the mouse.
   - To select a group of files, click the mouse on the first file, then press and hold the Shift key and click the last file you want to select. All files between the first selection and the last selection are selected.
4. Press and hold the Ctrl key, then hold the left mouse button down while you drag the file (or group of files) to the destination drive or directory icon.
   The mouse pointer changes to a file icon with a + sign, to show you are copying, not moving.
5. Release the left mouse button, then release the Ctrl key.
6. In the confirmation box, choose Yes to make the copy.

The file now remains in its old location, and a copy of the file appears in the destination drive or directory.

You can copy entire directories the same way—by "dragging and dropping."

Example: Copying a File



Hold down Ctrl and the left mouse button, then drag the file to copy it.

To move a file

- Follow the same procedure as in copying, except hold down the (Shift) key instead of (Ctrl) when you drag the file.

Remember these hints:

- You don't need (Ctrl) if you're copying from one drive to another.
- You don't need (Shift) if you're moving within the same drive.

To delete a file or directory

1. Click the file or directory to select it.
2. Press (Del).

To learn more about File Manager

For more detailed information about Microsoft File Manager, you can refer to any of the following:

- *File Manager's Help command:* Press F1 or use the Help menu for help about individual File Manager topics.
- *The Operating Guide*: Refer to the OmniBook *Operating Guide* for more detailed explanations of OmniBook and its Windows applications, including File Manager.
- *Microsoft and third-party sources:* For complete explanations of all File Manager commands and options, refer to the user's guide that accompanies Windows for your PC version or that you can order using the form included in this manual—or pick up a book about Windows from your bookstore.

Getting Connected with LapLink Remote Access

Getting Connected with LapLink Remote Access

Your OmniBook is designed to be a companion to the full-featured personal computers found in today's offices and homes. And although your OmniBook is a powerful computer in its own right, packed with useful applications, you'll get even more from your OmniBook by connecting it with other computers. That's where LapLink Remote Access comes in.

LapLink Remote is your link to other personal computers—and to their resources. With LapLink Remote you can quickly do things like these:

- Connect your OmniBook to your desktop PC.
- Copy a file from the OmniBook to a PC—and vice versa.
- Manipulate the PC's drives and directories from your OmniBook.
- Install additional software and programs on your OmniBook.
- Print to the PC's printer, or to a network printer.

LapLink Remote is actually a program that runs both on the OmniBook and on your desktop PC at the same time. When the computers are connected and each computer is running LapLink Remote, drives and printers can appear on both computers.

You can use the cable provided with your OmniBook to make the connection between the OmniBook's serial port and one on your PC. Or you can connect the two computers by their parallel ports. In the case of two OmniBooks, you can even connect them by means of their infrared ports.

For details of how to make a connection between your OmniBook and another computer, refer to the OmniBook *Operating Guide*.

About LapLink Remote

In order to give an OmniBook and a PC access to each other's files and printers, you need two things:

- A connection between the two computers.
- A copy of the LapLink Remote software running on each computer. (LapLink Remote is normally running on your OmniBook.)

When a communications link is established for remote access, LapLink Remote "maps" drives from the PC to different designations on your OmniBook, and vice versa. This takes place automatically. You see the additional drives in the OmniBook's Status Panel, and they also appear in File Manager.

To install the LapLink Remote software on your PC

The LapLink Remote software is already installed on your OmniBook. You can install LapLink Remote on your desktop PC using the *HP OmniBook Companion* disk included in the OmniBook box. (If you don't have this disk, see the OmniBook *Operating Guide* for an alternative method.)

1. Insert the *HP OmniBook Companion* disk in drive A or drive B on your PC.
2. *On your PC*, close all applications that are running.
3. In Program Manager, from the File menu choose Run.
4. In the Command Line box, type `a:\setup` or `b:\setup`, depending on the drive you're using, then choose OK.

   Follow the instructions displayed by the Setup program. If you want more information about any step, choose Help for that step.
5. When the Setup program finishes, exit Windows, then press Ctrl+Alt+Del to reboot the PC.

To connect the serial cable

1. Plug the serial cable provided with your OmniBook into the PC's serial port you selected when you installed LapLink Remote. If the PC's serial port has 25 pins, use the 25-pin adapter provided.
2. Plug the other end of the cable into the OmniBook serial port—the 9-pin connector on the back of the case.

What You Can Do with LapLink Remote

Once you've installed the LapLink Remote software on your PC, you can establish a remote access link between OmniBook and the PC at any time. You can be running Windows or not on the PC—it doesn't matter to LapLink Remote.

When the remote access link is established, you can see all of the OmniBook's drives on your PC, and you can see all of the PC's floppy and hard disk drives on OmniBook. This lets you easily move, copy, open, save, even run files from either computer. You can also back up your OmniBook's files, install new applications and printer drivers, and print to desktop or network printers. It even means one computer can use the other's files—without copying them.

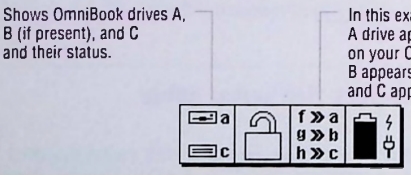
To establish a link between the OmniBook and your PC

These steps assume LapLink Remote is installed and running on the PC—and that you've connected the OmniBook serial cable between the OmniBook and the PC port you selected when you installed LapLink Remote.

1. *On the OmniBook*, turn on linking. You can *either*:

   - Press and hold the OmniBook's Fn key, and press its F9 key.
     –or–
     In the Program Manager's window on the OmniBook, double-click the LapLink RA On/Off icon.

   The OmniBook and the PC beep to indicate the communications link is established. The Status Panel shows the PC's drives you can use.


Shows OmniBook drives A, B (if present), and C and their status.
In this example, the PC's A drive appears as F on your OmniBook, B appears as G, and C appears as H.
a
c
f » a
g » b
h » c

   The communications link between the computers is maintained until you disable the link. Turning off either computer breaks the link, too.

2. *Optional:* On the OmniBook, connect the ac adapter.

   When a communications link is established, LapLink Remote runs down the battery more quickly. So if you're planning to be linked to the desktop PC for a long time, be sure to run the OmniBook from its ac adapter.

The LapLink Remote software works slightly differently on the PC and on the OmniBook. On the PC, LapLink Remote keeps trying continually to "talk to" the OmniBook until the communications link between the two computers is established. (It keeps trying even if there's no cable, or if there's no OmniBook on the other end of the cable.)

On the OmniBook, though, LapLink Remote tries to establish a communications link for only about 30 seconds after you press Fn+F9 or choose the LapLink RA On/Off icon. If it can't establish a link soon, the LapLink Remote software quits trying. (This helps save your OmniBook's power.)

To copy files between computers with File Manager

1. On the OmniBook, press the Fn+F9 key combination or double-click the LapLink RA On/Off icon, and make sure the remote access link is enabled. The Status Panel shows drive mappings of the PC's drives.
2. Open File Manager by double-clicking its icon or by pressing Fn+F8.
3. Make sure both the file and its destination drive and directory are visible on the screen.

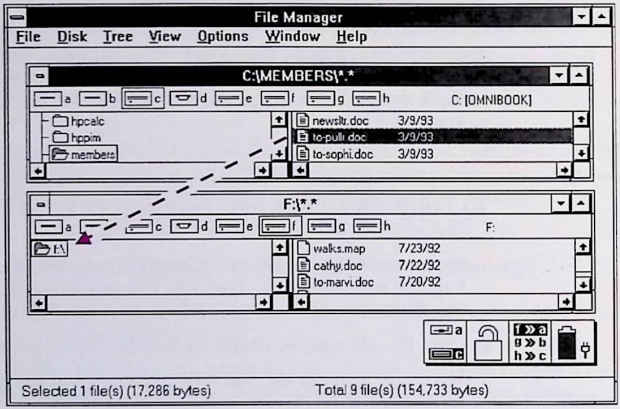
   When a communications link has been established to a remote computer, you see that computer's drives in File Manager just as you see the drives on your local computer. The remote computer's drives are mapped to higher drive designations like F, G, H, and so on.
4. Select the file or files you want to copy.
5. Hold the left mouse button down while you drag the file to the icon for the destination drive or directory.
   The mouse pointer changes to a file icon with a + sign, to show you are copying, not moving.
6. Release the left mouse button.

7. In the confirmation box, click Yes to make the copy.

With a communications link established by LapLink Remote, copying files from computer to computer is as easy as copying files on the same computer. You simply start File Manager and "drag and drop" the files. You can also move and delete files this way.

Example: Copying a File from Your OmniBook to Your PC

To copy a file to your PC's floppy drive, drag the file to the F drive.



Of course, you don't even have to transfer a file between your PC and your OmniBook. With LapLink Remote Access you can simply open a file on one computer using an application on another computer.

To break the remote connection

1. On the OmniBook, press the Fn+F9 key combination or double-click the LapLink RA On/Off icon.
2. When the message appears asking if you really want to disconnect, click OK.

If you turn off the remote access link at the OmniBook, the PC remains ready to reconnect. When the communications link has been turned off, the OmniBook Status Panel no longer shows remote drive mappings.

To learn more about LapLink Remote Access

This chapter has shown a simplified process for connecting your OmniBook to a desktop PC using a serial cable and LapLink Remote. However, there are many other types of connections you can make, and LapLink Remote has many options for communications and printing. For more complete and detailed information about communications and LapLink Remote, you can refer to any of the following:

- *LapLink Remote's Help command:* Press F1 or use the Help menu for help about individual LapLink Remote topics.
- *The Operating Guide*: Refer to the OmniBook *Operating Guide* for more detailed description of how to use LapLink Remote.

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HP Customer Support Automated Information Service
(800) 443-1254 (toll free, no operator is available)
24 hours per day, 7 days per week

If you have a technical question not answered by the automated information service, call the phone number below for HP Customer Support. You can also mail or fax your questions (responses returned by mail, phone or fax within two weeks).

HP Mobile Computing Customer Support
1000 N.E. Circle Blvd.
Corvallis, OR 97330, U.S.A.
(503) 757-2004 (toll call)
(503) 750-5488 (toll call, fax)
5:00 am to 5:00 pm Pacific time, Monday–Friday excluding holidays

If you are outside the United States, contact your Hewlett-Packard dealer or sales office for technical information.

For Hardware Service

Before you send your unit for service, you must call HP Customer Support at the number listed below. See chapter 14 in the OmniBook *Operating Guide* for diagnostic instructions and other service information. The U.S. service center address is

Hewlett-Packard Corvallis Service Center
1030 N.E. Circle Blvd.
Corvallis, OR 97330, U.S.A.
(503) 757-2004 (HP Customer Support)

If you are outside the United States, contact your Hewlett-Packard dealer for troubleshooting assistance—see chapter 14 in the OmniBook *Operating Guide*.

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